

CONFIDENTIAL

D/Pers

85-2451

OTE 85-7547

15 August 1985

MEMORANDUM FOR: Director of Personnel

VIA: Director of Training and Education

FROM:

Career Trainee Division/OTE

SUBJECT: C.I.A. Seal - Procurement Request

1. It is requested that a C.I.A. Seal be issued to the Career Trainee Division for use in Classroom 902, Chamber of Commerce Building.

2. Throughout the CT course, executive and senior officers of the Agency are invited to be guest speakers for the students. In deference to their position and grade, protocol dictates that the Agency's official seal be on display. In addition, the charter of the CTD is to promote a "one Agency concept" and to cultivate a sense of pride in the Agency and what it represents. The seal will be a visual reminder to these new employees that they are indeed working for CIA.

CONCUR:

Director of Training and Education

16 AUG 1985

Date

APPROVED:

Robert W. Magee

Director of Personnel

AUG 21 1985

Date

CONFIDENTIAL

Distribution:

Orig - Adse

1 - DTE

1 - OTE Registry

2 - OTE/CTD

25X1 OTE/CTD, ew (15 Aug 85)